This document contains the basic User Manual for Panel Clinics on the usage of SOCSO's e-Health Application Technology (SeHAT)

SeHAT User Manual (Panel Lab)

PERKESO

KANDUNGAN

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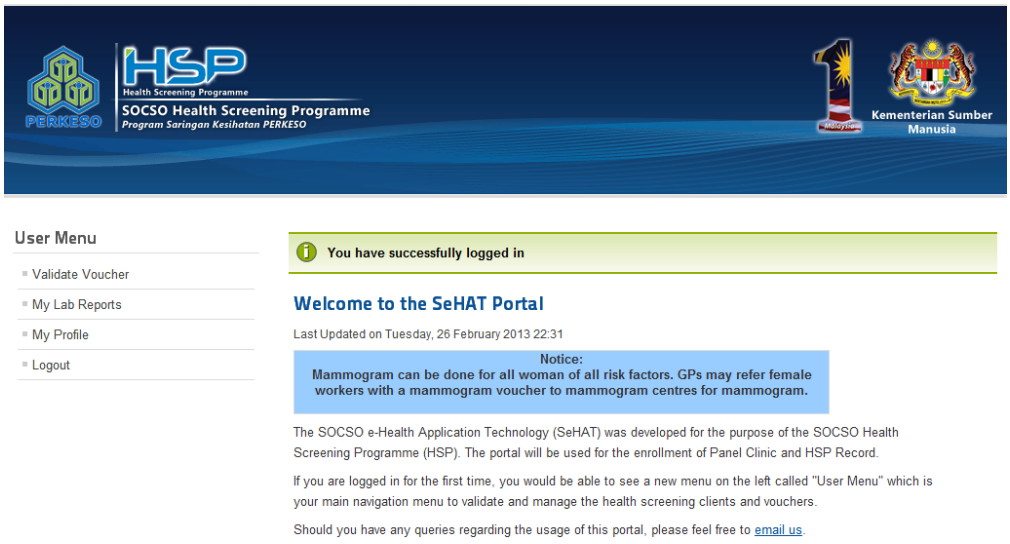
1.0 Log in

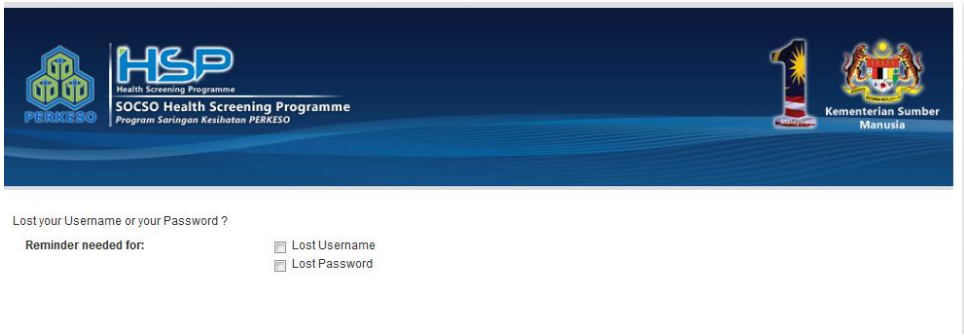
1. You must be an approved mammogram panel before login into the portal.
2. To login to the portal, please point your browser to http://sehat.perkeso.gov.my
3. Enter your username and password.
4. If your username and password is correct, you will see the following screen:


HSP
Health Screening Programme
SOCSO Health Screening Programme
Program Saringan Kesihatan PERKESO
PERKESO
Kementerian Sumber Manusia
User Menu
Validate Voucher
My Lab Reports
My Profile
Logout
You have successfully logged in
Welcome to the SeHAT Portal
Last Updated on Tuesday, 26 February 2013 22:31
Notice:
Mammogram can be done for all woman of all risk factors. GPs may refer female workers with a mammogram voucher to mammogram centres for mammogram.
The SOCSO e-Health Application Technology (SeHAT) was developed for the purpose of the SOCSO Health Screening Programme (HSP). The portal will be used for the enrollment of Panel Clinic and HSP Record.
If you are logged in for the first time, you would be able to see a new menu on the left called "User Menu" which is your main navigation menu to validate and manage the health screening clients and vouchers.
Should you have any queries regarding the usage of this portal, please feel free to email us.

1.1 Cannot Log in

1.1.1 Wrong or Forgot Username

1. Please point your browser to http://sehat.perkeso.gov.my
2. Look for the “Forgot Login” link below the user login function.
3. Click on “Forgot Login”.
4. You will see the following screen:

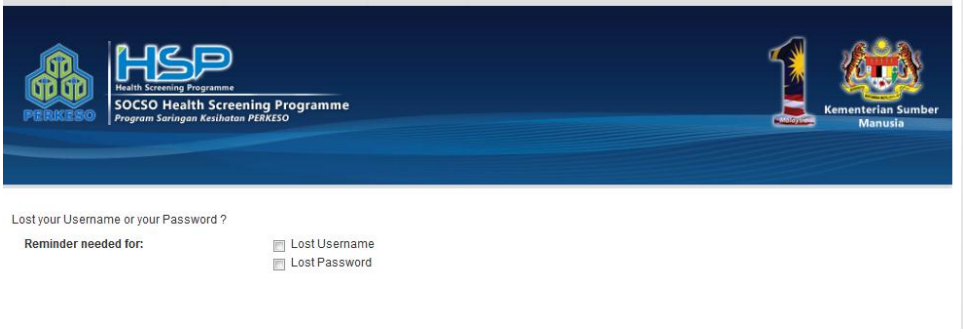


5. Select “Lost Username”.
6. Enter the email address which you have used during registration.

7. Click “Send Username”.
8. Check your email. Your username will be sent to your email address. Please check your Spam box if the email is not in your Inbox.

1.1.2 Wrong or Forgot Password

1. Please point your browser to http://sehat.perkeso.gov.my
2. Look for the “Forgot Login” link below the user login function.
3. Click on “Forgot Login”
4. You will see the following screen:



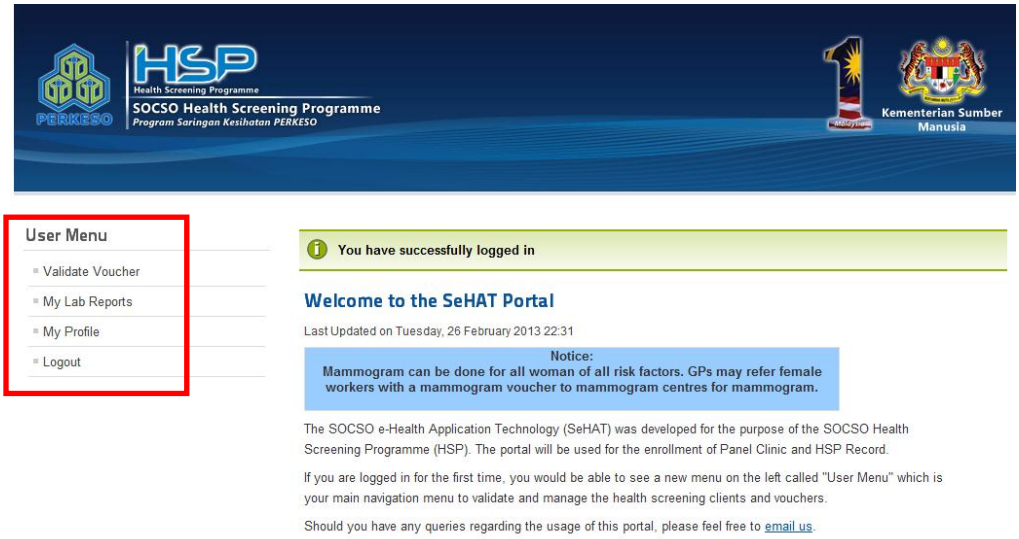
5. Select “Lost Password”.
6. Enter your username and email address which you have used during registration.
7. Click “Send Password”.
8. Check your email. Your username will be sent to your email address. Please check your Spam box if the email is not in your Inbox.

1.1.3 Forgot Both Username and Password

1. Repeat step 2.11, once you have received your username. Complete step 2.12.

2.0 User Menu

1. Once you have login to portal. You will see the 'User Menu' as follow.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2.1 Validate Voucher

To confirm the owner of the Health Screening Program voucher by utilizing the voucher number.

2.2 My Lab Reports

List of patient which has been validated by the mammogram centre.

2.3 My Profile

Information about the Clinic Name, Clinic Registration Number Address and contact number.

2.4 Logout

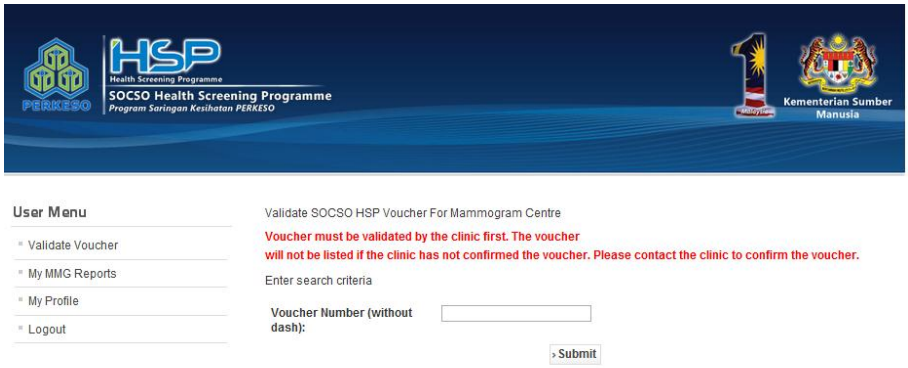
To register out and disconnect from the SeHAT portal.

3.0 Validating a Voucher

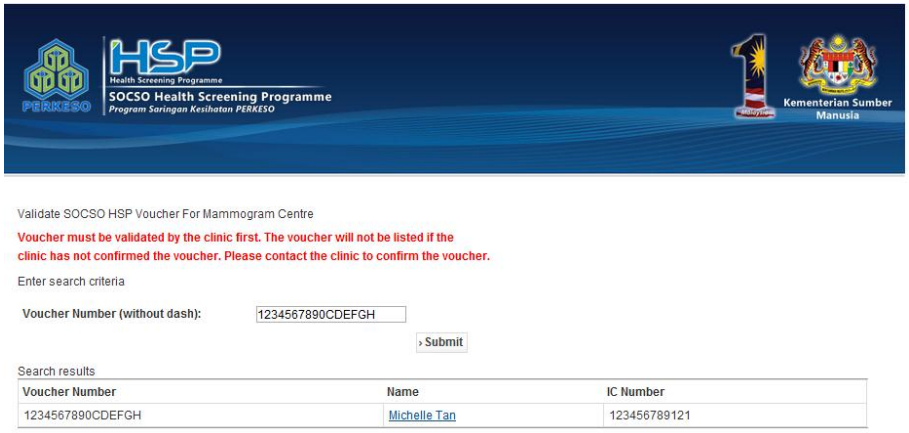
1. Click on **Validate voucher**.
2. You will see the following screen.

HOME
SEARCH PANEL CLINICS
PANEL APPLICATION
CONTACT US
HSP
Health Screening Programme
SOCSO Health Screening Programme
Program Saringan Kesihatan PERKESO
Kementerian Sumber Manusia
Voucher Validation for Clinics
Category: Information
Before proceeding, please ensure you have the voucher number ready. Enter the voucher number according to the sample below:
Program Saringan Kesihatan PERKESO
Tarikh dicetak 01-01-2012
1234 - 5678 - 90AB - CDEF
Voucher Number
SAMPLE
Once you have the number please enter the numbers in the search box below and click submit.
Validating a HSP Voucher Number may take some time. Please be patient and click submit once.
Click Here to Continue with validation

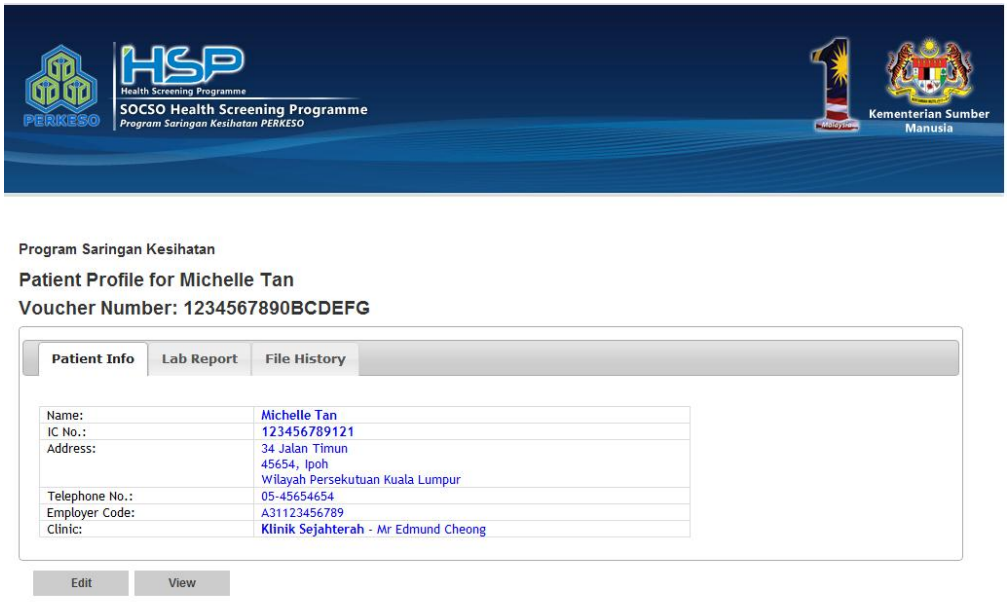
3. Please read the instruction carefully.
4. Click on '**Click Here to Continue with Validation**' to validate the voucher.
5. You will see the following screen.


HSP
Health Screening Programme
SOCSO Health Screening Programme
Program Saringan Kesihatan PERKESO
Kementerian Sumber Manusia
User Menu
Validate Voucher
My MMG Reports
My Profile
Logout
Validate SOCSO HSP Voucher For Mammogram Centre
Voucher must be validated by the clinic first. The voucher will not be listed if the clinic has not confirmed the voucher. Please contact the clinic to confirm the voucher.
Enter search criteria
Voucher Number (without dash):
Submit

6. Please note that **voucher must be validated by the clinic first**. The **voucher will not be listed if the clinic has not confirmed the voucher**. Please contact the clinic to confirm the voucher.
7. Enter the voucher number and click '**Submit**' and your patient's name will be appearing.



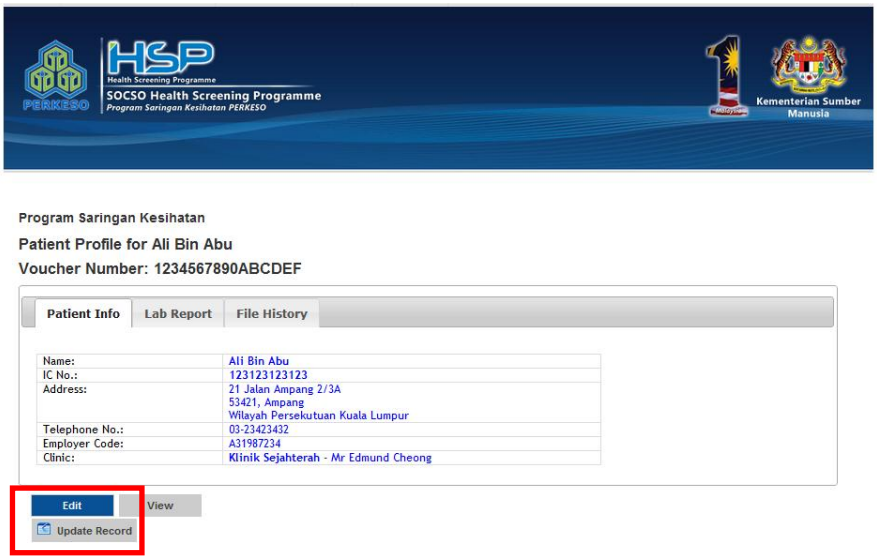
8. Check the patient's details (e.g.; Full name, Identification No and Voucher No) are correct.
9. Click on the patient's name and you will see the following screen;



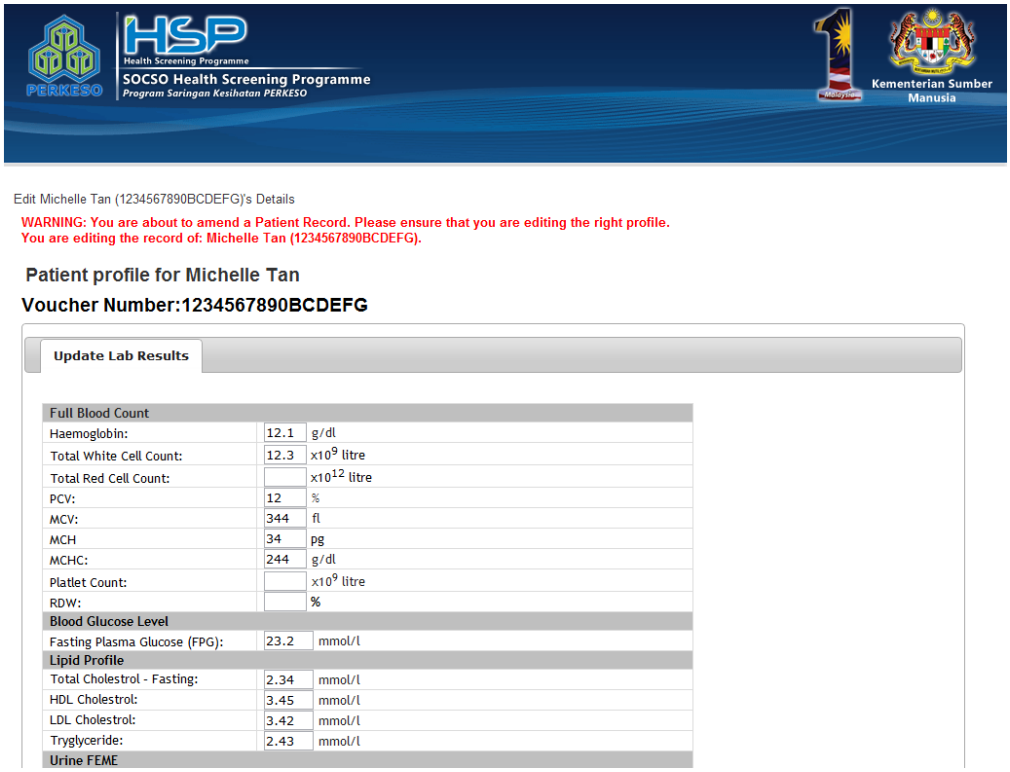
10. From here, you can see the patient's details including their panel clinic.

4.0 Updating a Patient Record

1. To update patient record, move your cursor to '**Edit**' button and '**Update Record**' button will appear.



2. Click on '**Update Record**' button and you will see the following screen;


HSP
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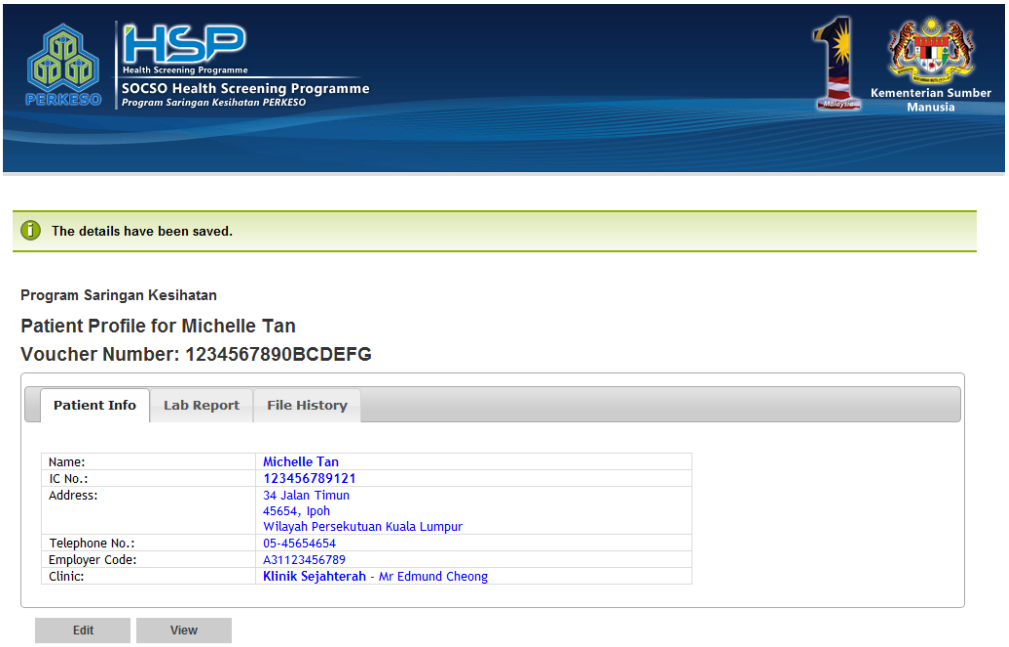
Edit Michelle Tan (1234567890BCDEFG)'s Details
WARNING: You are about to amend a Patient Record. Please ensure that you are editing the right profile.
You are editing the record of: Michelle Tan (1234567890BCDEFG).
Patient profile for Michelle Tan
Voucher Number:1234567890BCDEFG
Update Lab Results
Full Blood Count
Haemoglobin: 12.1 g/dl
Total White Cell Count: 12.3 x10^9 litre
Total Red Cell Count: x10^12 litre
PCV: 12 %
MCV: 344 fl
MCH 34 pg
MCHC: 244 g/dl
Platlet Count: x10^9 litre
RDW: %
Blood Glucose Level
Fasting Plasma Glucose (FPG): 23.2 mmol/l
Lipid Profile
Total Cholestrol - Fasting: 2.34 mmol/l
HDL Cholestrol: 3.45 mmol/l
LDL Cholestrol: 3.42 mmol/l
Tryglyceride: 2.43 mmol/l
Urine FEME

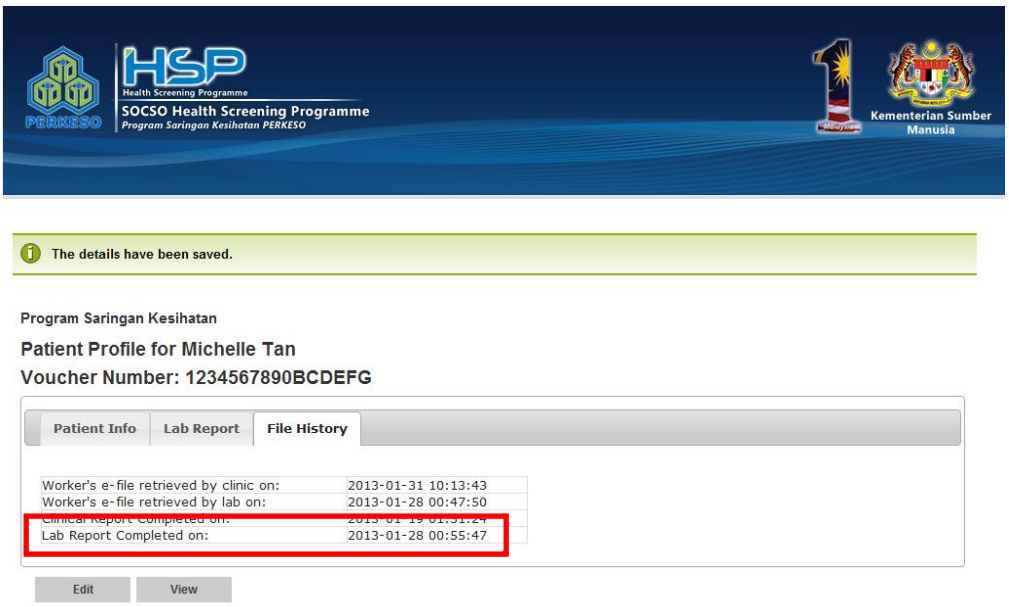
3. Enter your results and click '**Save**'.

4. You will see the following screen;



5. The details have been saved.

6. To check your report completion, click on '**File History**' and you will see the following. You can see that your mammogram report is completed on respective date and time.



4.1 How do I know that the Report is Complete?

1. On 'User Menu', click on 'My Lab Report'.

2. You will see the following screen which shows the list of your patients and the summarized details.

3. Here, you can see that your lab report is completed on respective date and time.

My Lab Reports
4 Result:

Voucher Number	Name	Referral
1234567890ABCDEF	Ali Bin Abu 123123123123	Report prepared by: **Mr Edmund Cheong** (Klinik Sejahterah) Lab Report prepared by: **Lab Sihat** Clinical Report completed on: 2013-01-09 15:08:19 | Lab Report completed on: 2013-02-27 15:07:17
- No Voucher Specified -	- No Voucher Specified - 000000000000	Report prepared by: () Lab Report prepared by: **Lab Sihat** Clinical Report completed on: | Lab Report completed on: Pending Completion
1234567890BCDEFG	Michelle Tan 123456789121	Report prepared by: **Mr Edmund Cheong** (Klinik Sejahterah) Lab Report prepared by: **Lab Sihat** Clinical Report completed on: 2013-01-19 01:31:24 | Lab Report completed on: 2013-01-28 00:55:47
1234567890D	John Wu 098098098398	Report prepared by: **Mr Edmund Cheong** (Klinik Sejahtera) Lab Report prepared by: **Lab Sihat** Clinical Report completed on: 2012-11-24 01:11:49 | Lab Report completed on: 2013-02-28 16:03:04

5.0 Submit a Record for Payment

1. To submit your patient record for payment, please make sure your lab report is completed by repeating Step 4.1

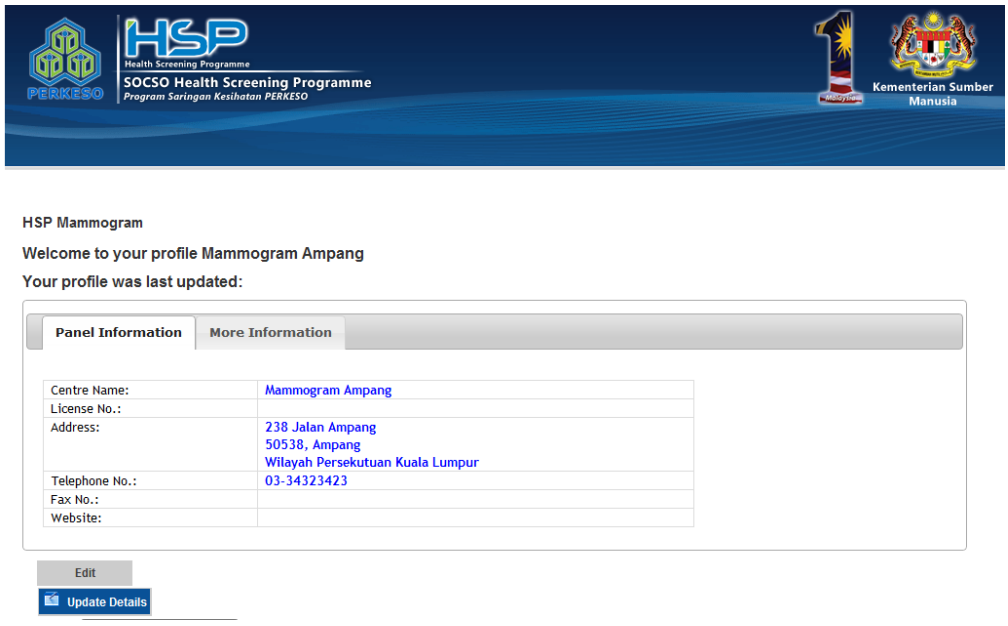
2. Once you have completed your lab report, panel clinic will do their part.

3. Payment will be through the clinic. The lab should receive the payment within 14 working days after panel clinic received the payment from PERKESO.

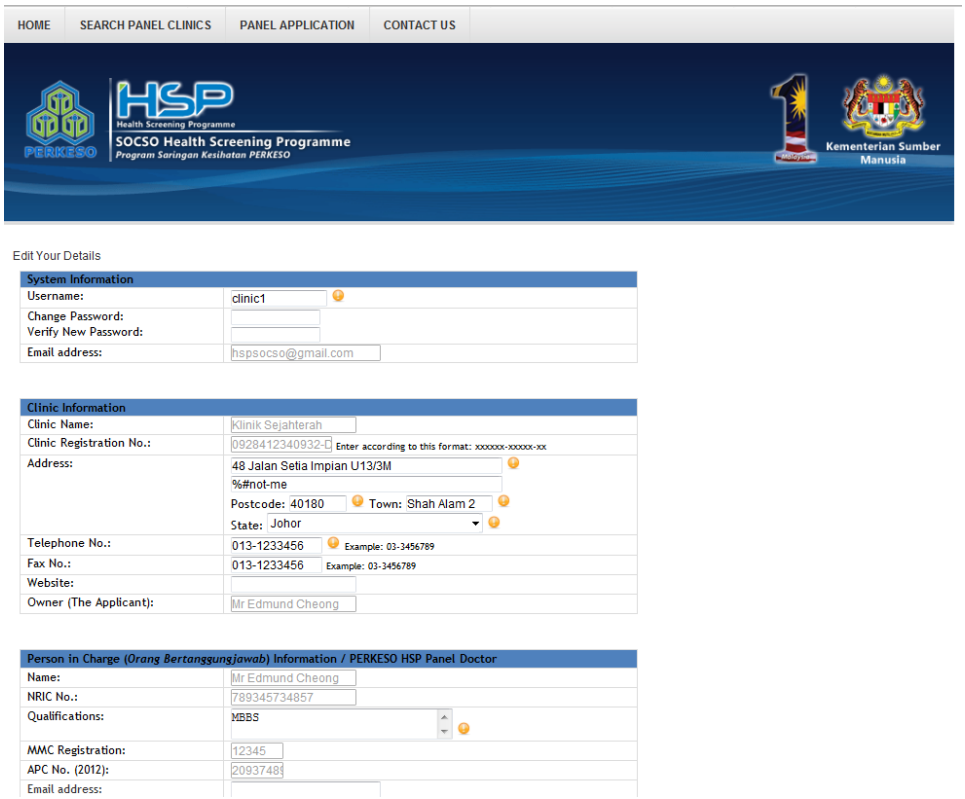
6.0 Maintaining My Lab Information

1. Click '**My Profile**' at your main page.

2. You will see the following screen. To edit your clinic information, click on '**Update Details**'.



3. You will see the following screen.



4. Here you can change your username, password and other editable details. Then click '**Save**'.

7.0 Log out

1. To register out and disconnect from the SeHAT portal, back to main page.

2. Click on '**Logout**'.

7.1 Auto Log out

1. If you left this portal idle for more than 5 minutes, this system wills automatically logout.

2. Re-login to access back to the portal.